



DEPARTMENT OF LICENSING  
MASTER LICENSE SERVICE  
PO BOX 9048  
OLYMPIA WA 98507-9048

UBI
Owner Name

**MASTER APPLICATION SUPPLEMENT FOR:  
PRIVATE INVESTIGATOR AGENCY / PRINCIPAL LICENSE**

***This supplemental form may only be submitted as an attachment to the Master Application.***

***Please read all instructions on this form before completing it.***

Use this form to apply for both the **Agency** and **Principal** licenses. Applicants must be at least 18 years old for unarmed licensing, or at least 21 years for armed licensing.

**Each Partner** must submit a supplemental form, see page 3.

**Fingerprints:** Submit one (1) fingerprint card for **each** applicant.

**Corporations and Limited Liability Companies:** See page 3 for other filing requirements.

**A License Application Information** – Mark the licensing selection below and enter it onto the Master Application licenses/fee section.

☐ Agency with Armed Principal **\$650**   ☐ Agency with Unarmed Principal **\$550**   ☐ Armed Partner **\$250**   ☐ Unarmed Partner **\$150**

**B Business Information**

Business/Firm Name or Trade Name		Business Telephone No. (   )	
Street Address of Business in <b>Washington State</b>	City	State <b>WA</b>	Zip

**C Agency Principal or Partner Information**

Principal or Partner Name	Alias or Maiden Name	Citizenship Status <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Social Security No.
Requirement under which you will be applying for licensure ( <i>check one</i> ): <input type="checkbox"/> Examination ( <i>Complete Section F</i> ) <input type="checkbox"/> 3 Years experience in private investigation or related field ( <i>Complete Section E</i> )		

**D Legal Profile** – Answer each question. Attach requested documents and a separate explanation sheet for all “Yes” answers.

1. Have you ever been found guilty of, or held liable for, divulging confidential information obtained in the course of an investigation to which you were assigned?	1. <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been found guilty of making a material misstatement or omission in the application for or renewal of a license or firearms certification?	2. <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been found guilty of, or held liable for, incompetence or negligence that resulted in injury to a person or created an unreasonable risk that a person could have been harmed?	3. <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been found guilty of accepting employment that was adverse to a client or former client as it related to confidential information you obtained in the course of your employment by the client?	4. <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been convicted of an act involving unethical or immoral behavior?	5. <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been convicted of a gross misdemeanor or felony, as either a juvenile or an adult?	6. <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever had a private investigator license suspended, revoked, or restricted? If “yes,” in what jurisdiction? State, County, or City: _____ Date: _____	7. <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever held a private investigator license in any other state or jurisdiction? If “yes,” in what jurisdiction? State, County, or City: _____ Date: _____	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you currently licensed or have you ever held a private investigator license in Washington State? If “yes,” please provide your license number: _____	9. <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If any conviction was dismissed, please enclose copies of the court documents.</b>	



## **E** Experience – Complete this section *only* if you are applying on the basis of your experience.

Please list your experience related to Private Investigation, beginning with your current or most recent position. If you need more space, you may photocopy this page and attach the additional sheets to your application.

**We may ask you to document your experience; see page 3 for acceptable forms of proof of experience.**

Dates From – To	Type of Experience
	Company Name
	Company Address ( <i>Number, Street, City, State, and Zip</i> )
Dates From – To	Type of Experience
	Company Name
	Company Address ( <i>Number, Street, City, State, and Zip</i> )
Dates From – To	Type of Experience
	Company Name
	Company Address ( <i>Number, Street, City, State, and Zip</i> )

## **F** Examination Scheduling

If you wish to take the examination for licensure, mark your choice of locations below. Mark your first choice with a "1" in the box and your second choice with a "2." Notification of the examination date and place will be mailed 2-3 weeks after receipt of the application.

<input type="checkbox"/>	Anacortes	1005 Commercial St	<input type="checkbox"/>	Mount Vernon	1920 S 3rd St
<input type="checkbox"/>	Auburn	3310 Auburn Way N Ste H	<input type="checkbox"/>	Omak	646 Okomo Dr Ste E
<input type="checkbox"/>	Bellevue	525 156th Ave SE	<input type="checkbox"/>	Parkland	2502 112th St E Ste 200
<input type="checkbox"/>	Bellingham	1904 Humboldt St Ste B	<input type="checkbox"/>	Poulsbo	19045 Hwy 305 NE Ste 140
<input type="checkbox"/>	Bothell	18132 Bothell Way NE Ste B6	<input type="checkbox"/>	Port Angeles	228 1st St
<input type="checkbox"/>	Bremerton	4841 Auto Center Way Ste 101	<input type="checkbox"/>	Port Townsend	2300 S Park Ave
<input type="checkbox"/>	Centralia	2426 Reynolds Ave	<input type="checkbox"/>	Pullman	980 S Grand Ave
<input type="checkbox"/>	Clarkston	603 3rd St	<input type="checkbox"/>	Puyallup	405 W Stewart St Ste A
<input type="checkbox"/>	Colville	172 S Wynne St	<input type="checkbox"/>	Renton	1314 Union Ave NE Ste 4
<input type="checkbox"/>	Everett	5313 Evergreen Way	<input type="checkbox"/>	Seattle - Downtown	380 Union St
<input type="checkbox"/>	Federal Way	1414 S 324th St Ste 105	<input type="checkbox"/>	Seattle - Greenwood	320 N 85th St
<input type="checkbox"/>	Ilwaco	208 First St	<input type="checkbox"/>	Spokane East	11530 E Sprague Ave
<input type="checkbox"/>	Kelso	214 S Kelso Dr Bldg F	<input type="checkbox"/>	Sunnyside	2010 Yakima Valley Hwy
<input type="checkbox"/>	Kennewick	3311 W Clearwater Ste 110	<input type="checkbox"/>	Tacoma - South	6402 S Yakima Ave Ste C
<input type="checkbox"/>	Kent	25410 74th Ave S	<input type="checkbox"/>	Tacoma - West	8313 27th St W (University Pl)
<input type="checkbox"/>	Kirkland	10639 NE 68th	<input type="checkbox"/>	Union Gap	2725 Rudkin Road
<input type="checkbox"/>	Lynnwood	18023 E Hwy 99 N	<input type="checkbox"/>	Vancouver	1301 NE 136th Ave
<input type="checkbox"/>	Lacey	645 Woodland Square Lp SE	<input type="checkbox"/>	Walla Walla	145 Jade St
<input type="checkbox"/>	Marysville	601 Delta Ave	<input type="checkbox"/>	Wenatchee	325 N Chelan Ste B
<input type="checkbox"/>	Moses Lake	1007 W Broadway	<input type="checkbox"/>	White Salmon	156 NE Church Ave

## **G** Insurance, Bonding, and Firearms Certification

Prior to approving your license, we must receive a Certificate of **Liability Insurance** or **Surety Bond**. See page 3 for details.

Applicants requesting armed licensure must attend an 8-hour **Firearms Certification** course through the Criminal Justice Training Commission prior to approval of the license. The Commission will notify the Department directly when your certificate is issued, upon successful completion of the course.

## **H** Certification of Application

I, \_\_\_\_\_, certify that the information provided in this application is true, complete and correct to the best of my knowledge. I understand that should I misrepresent or conceal any material fact in my application for principal of a Private Investigation Agency, it constitutes grounds for suspension or denial of a license for the company. I understand the Department of Licensing may conduct a complete background investigation regarding my qualifications as outlined in Chapter 18.165 RCW.

**X** \_\_\_\_\_  
Signature of Applicant Date Signed

# Special Filing Instructions and Other Requirements

**General Partnerships, Limited Liability Partnerships (LLPs), and Limited Partnerships (LPs):** Each partner of a partnership applying for an agency license must also complete and submit their own Private Investigator Supplemental Form, pay the appropriate armed or unarmed partner fee, and submit the appropriate number of fingerprint cards with this application.

**Corporations and Limited Liability Companies (LLCs)** applying for an agency license must all attach:

- A list of names and addresses of all officers, directors, members and managers; and
- A letter from the company's governing or managing body designating the applicant as the agency principal.

**Acceptable Proof of Experience:** If we ask you to prove the experience indicated in the application, you may use:

- Copies of payroll check stubs showing the company name and the payroll period;
- Copies of your federal income tax returns for the period(s) listed; or

- Certification from the employer verifying your status and time of employment.

**NOTE:** Verification of license or registration from another state or jurisdiction is acceptable only if that state or jurisdiction has licensing or registration requirements that equal or exceed those in Washington State.

**Insurance and Bonding:** Before we can approve your license, we must receive either proof of insurance, or a surety bond.

If bonding is selected, the Surety Bond form enclosed must be completed and the original returned to us.

If utilizing insurance, the company must have comprehensive general liability coverage of at least \$50,000—divided \$25,000 for bodily or personal injury **and** \$25,000 for property damage. The certificate holder on the proof of insurance must read:

Department of Licensing  
Master License Service  
PO Box 9034  
Olympia WA 98507-9034

The original insurance certificate must be mailed to us, but a preliminary copy may be faxed to (360) 570-7875.

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## Most Commonly Asked Questions About Private Investigator Licenses

**Q** *How do I contact the Private Investigator (P.I.) Regulatory Program for other licensing information or forms?*

**A** You may write us at:  
Private Investigator Program  
PO Box 9649  
Olympia WA 98507-9649,  
or call: (360) 664-6611 or TTY (360) 664-8885

**Q** *Who is an agency principal?*

**A** The individual who, in order to own or operate the P.I. agency, must meet the minimum qualification of three years experience or pass the state examination.

**Q** *How often are the examinations given for principals?*

**A** They are scheduled within 2-3 weeks after your application has been received.

**Q** *Where will I take the examination?*

**A** The exams are scheduled at the driver licensing offices around the state. When the exam is completed it will be returned to the P.I. program office to be scored. A letter with your score will be mailed to you approximately ten (10) days after you take the exam.

**Q** *How do I get rescheduled if I don't pass?*

**A** A re-examination application will be mailed to you with your exam results.

**Q** *How often can I take the exam?*

**A** There is no limit to the number of times you may take the exam, as long as there are at least seven (7) business days between each attempt.

**Q** *How long will it take to get the license?*

**A** Once you have met all the requirements, an unarmed license is usually issued within 2-3 weeks. Armed licenses are handled on a case-by-case basis and may take longer.

**Q** *How do my employees get licensed?*

**A** Your agency must first be licensed. Employees are required to complete four hours of pre-assignment training from a licensed, certified trainer. The Certified Trainer must sign the certification box on the front of the employees' applications. Employees must be employed by, or have a job offer from a Private Investigator Agency in order to be licensed. Contact the Private Investigator program for forms.

**Q** *May I have a Certified Trainer from another agency give my employees the training?*

**A** Yes, provided the trainer is currently employed and holds a valid certified trainer license.

**Q** *How do I apply for licensure as a Certified Trainer?*

**A** Submit a Certified Trainer Exam Application with the \$25 fee. You must show proof of having been licensed for at least three (3) years. Contact the Private Investigator program for forms.

**Q** *I'm just working for myself and do not want to hire employees. Do I still have to get a company license?*

**A** Yes. Anyone who works as a Private Investigator must either be licensed as a P.I. agency principal, or as a Private Investigator employed under another agency.

**Q** *What if I conduct business at more than one location in Washington?*

**A** You can apply for branch licenses at the same time as the main agency license by submitting a Location Addendum (form BLS-700-029) for each branch along with the full Master Application for the main location. If you apply for branch locations after the main location has already been established, you will need to complete a full Master Application for the branch location.

**Q** *How do I apply for my business located outside of Washington?*

Out-of-state firms should contact the Private Investigator program for instructions.

# **Private Investigator Principal and Certified Trainer**

## **Examination Study Guide Outline**

The following subjects will be covered in the examination for principals of agencies, and for Certified Trainers who provide pre-assignment training and testing to individuals applying for licensure as a Private Investigator.

- I.** Washington State law as it applies to Private Investigator licensing and regulation.
- II.** Legal Liability for employees' actions pertaining to the Private Investigator industry.
- III.** Federal Freedom of Information Act (5 U.S.C. 552).
- IV.** Federal Privacy Act (5 U.S.C. 552A).
- V.** Washington State Public Disclosure Act (Chapter 42.17 RCW).
- VI.** Communications skills.
- VII.** Subjects for Certified Trainers providing pre-assignment training is as follows:
  - a.** Legal powers and limitations of a Private Investigator
    - i.** Representation and misrepresentation
      - 1. How to properly identify yourself
      - 2. Definition of misrepresentation
      - 3. Problems and liability arising from misrepresentation
    - ii.** Powers of arrest
      - 1. Laws pertaining to arrest by a private citizen
      - 2. Probable cause
      - 3. Potential liability resulting from false arrest
  - b.** Evidence
    - i.** Definition of evidence
      - 1. Written
      - 2. Recorded
      - 3. Material
    - ii.** Marking
    - iii.** Storage
    - iv.** Chain of custody documentation
  - c.** Report writing
    - i.** Elements of a report
    - ii.** Fact vs. opinion or assumption
    - iii.** Penmanship
  - d.** Courtroom testimony
    - i.** Expert witnesses
    - ii.** Manufacturing evidence
    - iii.** Perjury
    - iv.** Discovery
  - e.** Confidentiality, privileged information
  - f.** Federal, state, county and municipal court systems
  - g.** Common sources of public information
    - i.** Court docket information
    - ii.** U.S. Postal Service
    - iii.** Voter registration
    - iv.** Credit reporting agencies
    - v.** Department of Licensing
    - vi.** Private sources
  - h.** Frequent activities in violation of criminal statutes
  - i.** Privacy laws relating to electronic surveillance
    - i.** Privacy violations (Chapter 9.73 RCW)
    - ii.** U.S. Code violations
    - iii.** Appellate court decisions
      - 1. Explanation of privacy
      - 2. Video/photography
      - 3. Tracking transmissions
  - j.** Fair Credit Reporting Act
    - i.** Permissible purposes of reports
    - ii.** Obtaining information under false pretenses